**Career Success Course** (content, activities, and knowledge checks) - DRAFT

Career services front and center – central to mission – part of value proposition

Syllabus:

1. **Introduction to the Career Center** (20 minutes)
   1. Welcome message video
   2. Tour of the Career Center
   3. Setting up preferences and alerts
   4. Services available from Career Coaches – roles and responsibilities
   5. Activity: Take the Career Planning Self-Assessment
   6. Knowledge Check
2. **Career Planning** (20 minutes content, 20 minutes activity)
   1. Overview of the job search process
   2. Importance of starting early
   3. Career Pathways – realities of entry-level work and future potential
   4. The Certification Advantage
   5. Using Job Trend data for career exploration and planning
   6. Activity: Report on job trend data for their program and geographic area
   7. Knowledge Check
3. **Job Search Strategies** (20 minutes content + 20 minutes activity)
   1. The importance of Networking
   2. Using the MedCerts job board and featured job postings
   3. Gaining experience: clinical requirements, externships, and job shadowing
   4. Connecting with employers
   5. Activity: Identify 3 potential employment opportunities in your area
   6. Knowledge Check
4. **Application Preparation** (variable, depending on skill and previous preparation; 2-4 hours?)
   1. Resume preparation
      1. Activity: View selected videos in Big Interview
      2. Activity: Write resume, receive feedback from Coach
      3. Submit for final approval if opting-into the Resume Book
   2. Cover letter preparation
      1. Activity: Write cover letter and receive feedback
   3. Interview Preparation
      1. Activity: View selected videos in Big Interview
      2. Activity: Respond to commonly asked interview questions in Big Interview and submit for feedback
   4. Follow-up: thank you letters, hiring status
   5. Knowledge Check
5. **Professionalism and Employer Expectations** (20 minutes)
   1. The hiring process from the employer’s point of view
   2. Making a good impression – you represent MedCerts!
   3. Succeeding on the job
   4. Knowledge Check
6. **Job Search Plan** (20 minutes; much of the prep work done previously)
   1. Prepare a plan of action: targeted employers/clinical sites, timeline, finalized resume/cover letter, etc.
   2. Activity: Submit **Job Search Plan** (via a form that connects to Salesforce) – creates a task for EPRs?
   3. Employment Survey!

**Modules Complete!**

Contact a Career Coach with questions or schedule an appointment at any time!

**Career Success Training – completion badge**

**Formal process to opt out of the course (reasons: already employed versus just don’t want to do it)**

**Compare employment rates between students who complete course versus those who don’t**